



DISTRICT OF COLUMBIA COURTS **POSITION VACANCY ANNOUNCEMENT**



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| ANNOUNCEMENT NUMBER: 04-07-006 | OPENING DATE: 04-12-07 | CLOSING DATE: Open Until Filled First Screening 05-11-07 | OPEN TO ALL APPLICANTS |
| POSITION: Staff Attorney JS-12 | TYPE OF APPOINTMENT: Career Service | SALARY: \$66,767 - \$86,801 DC Courts non-judicial employees receive federal retirement and benefits | |
| D.C. COURT OF APPEALS | LOCATION: 500 Indiana Avenue, NW | Tour of Duty: Full-time | |

PROMOTION POTENTIAL TO DEPUTY STAFF COUNSEL JS-14

BRIEF DESCRIPTION OF DUTIES: Incumbent is one of several attorneys assigned to the Legal Division of the Clerk's Office. As directed by Staff Counsel, incumbent prepares legal memoranda on substantive and complex procedural motions and other matters. Duties include: analyzing assigned motions and any responses, identifying and researching issues presented, drafting a memorandum that includes a concise and well-reasoned analysis and appropriate dispositional recommendation, and responding to inquiries from judicial officers. Incumbent may also review memoranda of other staff for substantive analysis, provide legal research on D.C. Bar Admission and disciplinary matters and undertake special projects. Incumbent must enjoy working independently, be self-motivated, and be comfortable in an environment with little outside or public interaction.

MINIMUM QUALIFICATIONS: A law degree plus three (3) years of legal experience. Must have current and active D.C. Bar membership, or be eligible to waive into the D.C. Bar. Documentation of education and Bar membership or eligibility must be included with the application; applications will not be considered complete unless proof is attached. A successful candidate who is not already a member of the D.C. Bar will, as a condition of employment, be expected to waive into the D.C. Bar within six months after an offer of employment. Applicants must attach a copy of their most recent employment review or, if unavailable, a letter of recommendation.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. All applicants **MUST** respond to each ranking factor on a separate sheet of paper. Describe experience, education and/or training that indicates your level of qualification for each factor. **Specifically note experience at the appellate level.** For experience, indicate the time periods and names, addresses and phone numbers of persons who can verify your experience and note particularly any experience at the appellate level. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Experience in interpreting and applying complex areas of law, particularly in the District of Columbia.
2. Ability to independently analyze complex legal questions, determine appropriate course of action and concisely draft well written and well reasoned memoranda, motions, briefs and other documents clearly and in compliance with applicable time frames and legal requirements. Note experience in editing the work of others, both for substantive and grammatical accuracy. Also identify experience with word processing and legal research software.
3. Ability to independently coordinate and organize assigned work in a high-volume office, including managing a heavy caseload, and ensuring that all assignments are completed in a timely manner and within established deadlines, while maintaining a cooperative working relationship with other attorneys and staff.
4. Ability to communicate orally in an analytical and concise manner, especially when given a time sensitive and complex issue.

SELECTION PROCESS: After a review of applications and ranking factor responses, a short writing sample, a structured interview, and/or a writing exercise may be required of the highest qualified candidates.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington DC 20001
For further information call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.